

TENDER DOCUMENT*Tender Notice***N. I. T. No.: Tfc/Sale/17 dated:21/02/2020****KOLKATA PORT TRUST
TRAFFIC DEPARTMENT**

40, C.G.R. ROAD,

KOLKATA- 700043

Phone No. 033 24392926

Email ID: tm@kolkataporttrust.gov.in

E-Tender under single part system (Techno-Commercial Bid & Price Bid) is invited from willing tenderers for "Surveyor/Valuer appointment for undertaking Job of inventory and valuation of uncleared and unclaimed goods lying in the Docks and Jetties of Kolkata Port Trust (KDS & HDC)".

Tender Documents are hoisted and extension-notice / corrigendum/ addendum/ clarifications/ any other notice will be hoisted in the websites of Kolkata Port Trust (www.kolkataporttrust.gov.in) and CPPP (Central Public Procurement Portal, i.e. www.eprocure.gov.in). The CPPP website shall have to be accessed for the sake of submission of bid, while KoPT website is only for the purpose of viewing/ intimation of the prospective bidders.

SCHEDULE OF TENDER (SOT):

Tender No.	Tfc/Sale/17 dated:21/02/2020
Tender Authority	Traffic Manager Kolkata Port Trust., 40, Circular Garden Reach Road, Kolkata-700043, Phone: E-mail: tm@kolkataporttrust.gov.in Website: www.kolkataporttrust.gov.in
Mode Of Tender	e-Procurement System Online single part Techno-Commercial Bid and Price Bid through CPP Portal (https://eprocure.gov.in/eprocure/app) The intending bidders are required to submit their offer electronically through NIC's CPP Portal for e-Procurement (GePNIC). No physical tender is acceptable.
Earnest Money Deposit	An amount of Rs.10000/- (Rupees Ten Thousand) plus 18% GST.
Tender Document Fees	An amount of Rs. 100/- (Rupees One Hundred) plus 18% GST (non-refundable).

Earnest Money Deposit Tender Document Fees	“Tender Document Fees” and “EMD” in the form of Demand Draft from any of the Nationalized Banks in India having branch in Kolkata drawn in favour of “Kolkata Port Trust” and payable at Kolkata, Kolkata Port Trust , as the case may be. Remittance of EMD & tender fee within the closing time of bid submission.	
Date of NIT available to parties to download	21/02/2020	17:00 Hrs.
Date of Starting of e-Tender for submission of online Techno-Commercial Bid and Price Bid at www.eprocure.gov.in	22/02/2020	11:00 Hrs.
Last date & time of remittance of EMD & tender fee	05/03/2020	16:00 Hrs.
Date of closing of online e-tender for ‘submission of Techno-Commercial Bid & Price Bid’	05/03/2020	12:00 Hrs.
Date & time of opening of Techno-Commercial & Price Bid	06/03/2020	14:00 Hrs.

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Guidelines for submission of Techno-commercial & price bids and remittance of Tender fee & EMD

A. This is an e-procurement event of Kolkata Port Trust. The e-procurement service provider is NIC's CPP Portal for e-Procurement (GePNIC).

You are requested to read this tender document before submitting your bid online. Tenderers should comply with the conditions with documentary proof (wherever required).

Tenderers willing to participate in this tender are required to go through the entire tender document.

ANNEXTURE- I

Guidelines for submission of Techno-commercial & price bids and remittance of Tender fee & EMD

A. This is an e-procurement event of Kolkata Port Trust. The e-procurement service provider is NIC's CPP Portal for e-Procurement (GePNIC).

Tenderers willing to participate in this tender are required to go through the entire tender document.

Process of e-tender:

1	The tender offer shall have to be submitted by the Tenderer only through NIC's CPP Portal for e-procurement (GePNIC) mode as explained herein after.
2	<p>Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.</p> <p>Further, bidders are strictly advised to go through the following information and instructions available on the CPP Portal https://eprocure.gov.in/eprocure/app before responding to this e-tender.</p> <ul style="list-style-type: none"> ➤ Help for Contractors ➤ Information about DSC ➤ FAQ ➤ Bidders Manual Kit

3	<p>a) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). Bidders are requested to go through the following information and instruction in respect of DSC available on the CPP Portal https://eprocure.gov.in/eprocure/app before responding to this e-tender.</p> <p>b) All communication to the bidder(s) shall be sent by email only during the process till finalization of tender by KoPT. Hence, the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of bidder with NIC's CPP portal (i.e. Service Provider).</p>
4	<p><u>Submission of Techno-commercial & Price Bids:</u></p> <p>All entries in the tender (both Techno-commercial Bid and Price Bid) should be entered online without any ambiguity. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid. The Techno-commercial Bid and the Price Bid shall have to be submitted together online at https://eprocure.gov.in/eprocure/app. Bidders are again advised to go through the information and instructions available under following pages on CPP Portal https://eprocure.gov.in/eprocure/app.</p> <p>proper manner:</p> <ul style="list-style-type: none"> ➤ Help for Contractors ➤ Information about DSC ➤ FAQ ➤ Bidders Manual Kit <p>a) Techno-Commercial Bid should contain the documents stated under Annexure-III. The bidders must upload all the documents required as per the list, failing which the bidder shall be disqualified. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.</p> <p>b) Price Bid: Price Bid / BOQ should contain Price only and the same should be free from any condition. The format of the Price Bid / BOQ is annexed at Annexure-III for reference of the bidders only. Bidders are strictly advised to go through the information and instructions available under following pages on CPP Portal https://eprocure.gov.in/eprocure/app as explained above too to submit the bid properly. Bidders are requested to submit their most competitive prices while submitting the price bid.</p>

4	<p>Note: Price should be quoted by the bidder in a spread sheet file (.xls format) in the space allotted as available in NIC's CPP Portal for e-Procurement (GePNIC) only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through NIC's CPP Portal for e-Procurement (GePNIC) mode only will be taken up for the purpose for evaluation. The rates offered have to be entered separately in a spread sheet file (xls format Price bid) in the space allotted and should be uploaded in attached BOQ template file. The BOQ file, if found modified by the bidder, his bid will be rejected.</p> <p>The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online NIC's CPP Portal for e- Procurement (GePNIC) prior to closing time and date of the tenders will be taken as valid.</p> <p>The tendering system will give a successful bid updating message and then a bid Information will be shown with the bid no., the date and time of submission of the bid and all other relevant details. The bid Information has to be printed and kept as an acknowledgement as a token of the submission of the bid.</p> <p>The bid Information will act as a proof of bid submission for a tender floated.</p>		
5	<p>Opening of Bids:</p> <p>Opening of Techno-commercial & Price Bid: Techno Commercial & Price Bid will be opened electronically on specified date and time as given in the Tender Notice. Bidder(s) cannot witness electronic opening of bid since the same is not a public event. The Lowest rate amongst all the rates received through the Price Bids shall be accepted as a L1 bid for the tender for the Surveyor/Valuer appointment for undertaking Job of inventory and valuation of uncleared and unclaimed goods lying in the Docks and Jetties of Kolkata Port Trust (KDS & HDC).</p>		
6	<p>a) In case of any clarification related to terms & conditions of tender, please contact KoPT (before the scheduled time of the e- tender).</p> <table border="0" data-bbox="264 1323 1407 1630"> <tr> <td data-bbox="264 1323 826 1630"> <p>1. Sri Saugata Chaudhuri</p> <p>Dy. Traffic Manager Traffic Building, Subhash Bhawan Bhawan TRAFFIC DEPARTMENT 40, C.G.R. ROAD, KOLKATA- 700043 Contact No.- 71003225 Email ID: saugata@kolkataporttrust.gov.in</p> </td><td data-bbox="826 1323 1407 1630"> <p>2. <u>Kausik</u> Kr. Manna</p> <p>Sr. Asst. TrafficManager(Sale) Traffic Building, Subhash TRAFFIC DEPARTMENT 40, C.G.R. ROAD, KOLKATA- 700043 Contact No.- 71003282 Email ID: k.manna@kolkataporttrust.gov.in</p> </td></tr> </table> <p>b) For any technical related queries regarding the bid submission process and difficulties please contact CPP at 24 x 7 Help Desk Numbers available on CPP website https://eprocure.gov.in/eprocure/app.</p>	<p>1. Sri Saugata Chaudhuri</p> <p>Dy. Traffic Manager Traffic Building, Subhash Bhawan Bhawan TRAFFIC DEPARTMENT 40, C.G.R. ROAD, KOLKATA- 700043 Contact No.- 71003225 Email ID: saugata@kolkataporttrust.gov.in</p>	<p>2. <u>Kausik</u> Kr. Manna</p> <p>Sr. Asst. TrafficManager(Sale) Traffic Building, Subhash TRAFFIC DEPARTMENT 40, C.G.R. ROAD, KOLKATA- 700043 Contact No.- 71003282 Email ID: k.manna@kolkataporttrust.gov.in</p>
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7 .	<p>Note:</p> <ul style="list-style-type: none"> a) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. A bid will be considered as valid bid if it fulfills all the terms and conditions mentioned in the Tender Document. b) No deviation of the terms and conditions of the tender document is acceptable. The e-tender shall be governed by the terms and conditions mentioned in the NIT. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms and conditions for the tender. c) E-tender cannot be accessed after the due date and time mentioned in this Tender Notice, unless extended further with due notice in the website. d) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document. e) The bid will be evaluated based on the filled-in technical and commercial formats and Price Bid uploaded. f) For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference. g) For any queries related to portal, the bidders are asked to contact by mail / helpline as given in NIC's CPP Portal for e-procurement [GePNIC]. h) In case there is an unscheduled Holiday / Bundh / Strike on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same. In this regard, decision of the Traffic Manager will be final. In the event of any unforeseen closer of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice. i) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else. j) KoPT reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, as the case may be, without assigning any reason thereof.
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B. Remittance of tender fee and EMD:

- (i) The Tender Fee (non-refundable) of Rs. 100/- (Rupees one Hundred only) is to be deposited in the form of Demand Draft issued by any Nationalized Bank of India drawn in favour of 'Kolkata Port Trust'.
- (ii) Also, the bidder shall have to deposit Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft issued by any Nationalized Bank.
- (iii) Both the instruments (Demand Draft) for Tender fee and Earnest Money shall have to be submitted in a sealed envelope into the Tender Box / Drop Box kept in the office of Traffic Manager within the time and date as mentioned in Schedule of tender (SOT).
- (iv) The sealed envelope containing the same shall bear the following as provided by CPP to the bidder during registration, legibly super scribed on its outside surface.

Name of the Bidder

Contact No. & Email-id of the bidder.....,

'Tender No'

'Bidder ID'

All participating bidders are required to witness opening of the envelopes containing the said tender fee and EMD as per schedule.

- (v) The tenderer shall upload the scanned copy of the DD instruments towards the cost of Tender fee and EMD while submitting the tender electronically in the NIC's CPP Portal for

e- Procurement (GePNIC).

- (vi) Tender / offer without the tender fee as above or deposited in any other form (say, by A/c Payee cheque) shall not be considered.

Note: Tender Fee and Earnest Money not received within the stipulated time or received in any other manner shall not be considered.

ANNEXURE-II

DOs and DONTs FOR BIDDERS PARTICIPATING IN TENDERS

A detailed list of Instructions to bidders for E-Tender is given with the Tender Document as Annexure-II. Read the instructions carefully before bid submission.

WHAT BIDDERS SHOULD **DO** :

Ensure that you **give yourself enough time to respond** to the tendering opportunity: Proactive planning is crucial to make a successful bid.

Read and become familiar with the bid documents. It is crucial that you **fully understand the requirements and bidding** criteria so that you can submit a fully compliant bid.

Bidders are again **strictly advised** to go through the information and instructions available under following pages on CPP Portal <https://eprocure.gov.in/eprocure/app>.

- Help for Contractors
- Information about DSC
- FAQ
- Bidders Manual Kit

#Kolkata Port Trust insists on pre-bid responses and there may be **pre-bid meetings** and presentations or briefing events. You are expected to participate in such meetings.

Do submit your completed bid early. E-Sourcing systems may slow down and crash when trying to upload multiple documents close to bidding deadlines.

Adhere to all of the rules and requirements outlined in the bid documentation: Mandatory requirements (documents, information and response) need to be read carefully before submission of Bid.

Check websites of www.kolkataporttrust.gov.in and <https://eprocure.gov.in/eprocure/app> regularly for Tender document (Notice / addendum / corrigendum / clarification)

For Bid submission you have to visit CPP website i.e. <https://eprocure.gov.in/eprocure/app>

For viewing of Tender information you may visit KoPT website i.e. www.kolkataporttrust.gov.in

You are to submit your offer **electronically only. No tender shall be accepted by the KoPT office in hard copies.**

Ensure that you note the **crucial Dates** in connection with a . They are as follows:

*Date of NIT available to bidders to view -21/02/2020

*Date of Pre-Bid Meeting-28/02/2020

*Last Date and Time of remittance of Tender Fee & EMD (Earnest Money Deposit)-
05/03/2020

*Last Date and Time of submission of online Techno-Commercial and Price Bid at-4pm on
05/03/2020

<https://eprocure.gov.in/eprocure/app>

WHAT BIDDERS SHOULD NOT DO

Don't Miss Pre-Bid meetings arranged for by Kolkata Port Trust. # Don't Delay opening or reading the bid documentation.

Don't Submit invalid documents/certificates.

Don't Enter false data / forged documents specially regarding Turnover certificate. Such act shall lead to forfeiture of EMD/Security Deposit.

Don't Leave submitting your completed bid to the last minute. #Don't tamper with e-tender document Form provided by KoPT.

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Annexure-III

Terms and Conditions for submission for Tenders for undertaking the job of inventory and valuation of uncleared/unclaimed goods lying in the Docks & Jetties of Kolkata Port Trust.

1. Instruction to the Tenderers:

Tender fee of Rs.100/-(One hundred only) plus applicable GST has to be submitted by the Tenderer in the mode of Bank Draft issued by a Nationalized Bank in favour of Kolkata Port Trust payable at Kolkata.

The quotations and correspondences accompanying the offer shall be submitted duly digitally signed in each page by the Tenderer

The Tenders will have to be submitted in the prescribed proforma through CPP Portal.

2. Condition for Quotation:

The Tenderer should be capable for carrying out inventory and valuation of various types of uncleared Import and Export cargo lying in the docks for the purpose of disposal by Kolkata Port Trust as per provisions of Major Port Trusts Act, 1963. The tenderer should be any one of the following three :- (i) Govt. Approved Valuer registered with Income Tax Dept., (ii) Customs approved/empanelled valuer, (iii) Valuer appointed to any Govt. Dept. or PSU. Copy of the relevant document to prove the above should be enclosed.

The tenderer should submit a document in the form of notary affidavit that he/she/company/firm is not blacklisted from any Govt./Govt. Organisation/Reputed Firm.

The tenderer should enclosed with the offer self attested copy of valid PAN card and GST Registration certificate, if applicable. Originals will have to be produced when demanded for inspection.

It is not obligatory on the part of KoPT to accept the lowest offer. KoPT reserves the right to reject any offer without assigning any reason whatsoever.

The Tender should remain valid for a period of six (6) months from the date of opening. Validity of the tender can be extended for a further period of three months at the option of Kolkata Port Trust. Extension beyond that period will be subject to bilateral negotiation. The contract will be for a period of three years. During the contractual period of three years no plea from the appointed Surveyor/Valuer for revision of rates or alteration in the terms and conditions will be entertained.

3. **General Conditions of Contract :**

Definitions :

In constructing these general conditions and specifications following words shall have the meaning herein assigned to them unless there is something in the subject or context inconsistent with such constructions.

'Trustees' and **'KoPT'** shall mean Kolkata Port Trust.

'KDS' shall mean Kolkata Dock System , **'HDC'** shall mean Haldia Dock Complex.

'Surveyor/Valuer' shall mean the successful bidder whose quotation has been accepted.

'Sale Office' shall mean the office of Deputy Traffic Manager (Sale), Kolkata Port Trust, located in the Ground floor of Subhas Bhavan, No. 40, Circular Garden Reach Road (Near 4 NSD gate), Kolkata-700043.

'Sale Register No.' or **'S.R. No.'** shall mean the number specific to a quantity of cargo lying in the docks in uncleared/unclaimed condition and for which the shed concerned has sent a retally. **'Retally'** or **'Sale Retally'** shall mean the document by which various sheds inform the sale office about cargo lying in uncleared condition, which can be put up for sale.

'Inventory' shall mean the process by which the surveyor/valuer will identify and furnish detailed specification of items covered under one or multiple S. R. Nos. to enable the sale office to adequately and correctly describe the material in the sale catalogue. The specifications should include inter alia the weight & measurement of the material along with any other measureable physical attributes.

'Valuation' shall mean the present market value of the material after deducting the margin that can be offered to the prospective buyer on account of depreciation of the goods resulting from long storage, lifting charges etc. **Valuation is a strictly confidential process and the surveyor should ensure that the valuation of any material is not disclosed to any person other than the designated officers of KoPT.**

'Lot' shall mean cargo covered under one or more S. R. Nos., which has been, clubbed together under one serial no. in the sale catalogue.

Earnest Money : The tenderer will have to deposit earnest money Rs. 10000/- (Rupees Ten Thousand) as Demand Draft in favour of FA & CAO, Kolkata Port Trust, payable at Kolkata. Micro & Small Industries with District Industries Certificate (registered for valuation service) are exempted from depositing cost of tender document and earnest money.

Security Deposit : The successful tenderer will have to maintain a security deposit of Rs. 30000/- (Thirty Thousand) with the Port during the entire contract period. In addition to Rs. 10000 /- (Ten Thousand) already deposited as earnest money, the successful bidder shall deposit a sum of Rs. 20000/- (Twenty Thousand) making the total deposit Rs. 30000/- (Thirty

Thousand). The deposit will have to be made within one month from the date of issuance of Letter of acceptance after which the formal appointment letter will be issued. Failure to deposit the amount within the stipulated period will result in forfeiture of the Earnest Money. The successful tenderer from MSME sector who has got exemption from the EMD & Cost of tender document will have to deposit Rs. 30000/-(Thirty Thousand) as security within one month from the date of issuance of letter of acceptance. Otherwise his bid will be cancelled and blacklisted and next lowest bidder will be considered, so on and so forth. Cost of tender document, EMD, balance money or security money have to be deposited adding applicable GST, presently 18%.

Unless otherwise stipulated, security deposit will be refunded to the Surveyor/Valuer after satisfactory completion of the contract period. Trustee's dues, if any, will be deducted from the security deposit at the time of refund. Original Treasury Receipts (T.R) will have to be deposited for refund of security deposit.

Traffic Manager may terminate the contract with Surveyor/Valuer prematurely if there is breach of any of the conditions or the performance is found unsatisfactory. The security deposit in such case will be forfeited. However, in case of termination of contract for other reason security deposit will be refunded to the Surveyor/Valuer.

No interest is payable by KoPT to any of the bidders on the earnest money and/or security deposit for the period it remains in KoPT custody.

4. Scope of Work:

The surveyor/valuer will be given a list of S. R. Nos. by the sale office covering import or export cargo which will have to be inventorised and valued for inclusion in sale. The inventory will have to be carried out in presence of KoPT personnel and Customs Officials. Customs Official in whose presence inventory works will be carried out ,he will also put his signature in the inventory report beside signature of the Valuer.

The surveyor/valuer must possess adequate manpower and equipment to open various types of export and import pkgs. like cases, crates, cartons, drums, bags etc. for the purpose of examination. After examination, the pkgs. will have to be repacked in transportable conditions. For this purpose nails, screws, plastic and metal straps, wooden blocks etc. will have to be supplied by the surveyor/valuer at his own cost.

Uncleared/unclaimed cargo may be of various type and will be lying at various sheds/points of KDS and HDC.

The surveyor/valuer will have to obtain the requisite dock permits for entry into docks and jetties for his personnel at his own cost.

Mobile equipment will be provided by KoPT ,if available, free of cost for weighing or restacking etc. for inventory purpose as and when required.

The surveyor/valuer will be responsible for the conduct of personnel engaged by them and they will furnish a list showing names and photographs of the employees who will be engaged by them for carrying out jobs under this contract.

Traffic Manager may at his discretion direct the surveyor/valuer to discontinue the service of any of his employees if his conduct is found unsatisfactory.

The surveyor/valuer will have to mark the pkgs(s) inventorised with the appropriate S.R. Nos. with suitable non-washable permanent paint of contrasting color (compared to the pkgs) for easy identification of the lots.

The surveyor/valuer or his representative will have to attend the Sale Office on all working days at 10:00 a.m. for getting briefed on the days work.

The surveyor/valuer will have to get the inventory report printed at their own cost as per

proforma to be supplied from this office. The report will have to be submitted induplicate.

After completion of inventory, the surveyor/valuer will ascertain the value of the material by market study and indicate the same in the valuation report. The valuation report will have to be submitted in sealed envelope to KoPT. For items to be sold on 'lot basis' the valuation report in addition to the unit price should also indicate the total price for the lot. For items to be sold on 'weight basis' only the unit price is to be mentioned along with estimated quantity. The surveyor/valuer will be duty-bound to indicate the method and source from which the valuation has been arrived at when demanded by KoPT.

Surveyor/Valuer must submit GST registration No. to KoPT

5. Submission of Bill and Payment:

For lot be sold on weight basis sale, weighment is not required to be done. Inventory and valuation is to be done per unit basis. In such case , valuer will get payment for one M.T.

Valuer will make inventory and valuation of each unit comprising a lot on lot basis sale. Payment will be made per MT rate on the actual weight of a lot for lot basissale.

Surveyor/Valuer has to strictly follow works of inventory and valuation of cargo either in lot or weight basis sale as they would be specified in the work order at Sale Office. Deviation from it will attract non-payment.

For items requiring Chemical or other test, 10% extra on the payable amount (or the actual cost, to be authenticated by document ,whichever is less) will be paid. For such cases the test report (inoriginal) will have to be furnished along with the inventory and valuation report.

If any lot is withdrawn by KoPT after completion of inventory but before submission of valuation report by the Surveyor/Valuer , 50% of the rate will be paid to the Surveyor/Valuer.

If any lot is found to have no commercial value, payment will be made at 25% of the rate subject to maximum of one M.T.

In cases where inventory and valuation will not be satisfactory or discrepancies are detected subsequently in the quantity, number, weight, description, value etc. in the inventory /valuation report,deduction will be made from the amount payable to the Surveyor/Valuer depending on the merit of each case, subject to maximum 50% of the payable amount.

On completion of inventory and valuation the Surveyor/Valuer will submit bills in duplicate. The bills will have to be submitted to the Sale Office and will be forwarded to the Finance Department /Division after due certification by Sale Office through Traffic Manager/General Manager (Traffic).



Schedule - A

Name of the Tenderer :

Address :

PAN :

GST Regd. No. :

Phone :

FAX :

Email :

Cost of Tender Documents & Earnest Money Details :

Bank	Branch	D D No. & Date	Amount
			Rs.100/-plus 18% GST
			Rs.10,000/-plus 18% GST



Declaration by the Tenderer

I/We agree to abide by the Rules and Regulations of the KoPT & Terms and conditions as stipulated to render my / our service honestly and to the entire satisfaction of KoPT.

Should my / our tender and quotation be accepted by KoPT I /we will undertake the job of uncleared / unclaimed goods / lots lying in the dock and jetties of KoPT (including Budge Budge and Haldia Dock Complex) under the guidance of KoPT and Customs officials, as and when engaged by the KoPT during the tenure of 3 (three) years from the date of appointment.

I / We agree to maintain strict confidentiality regarding the inventory details and valuation of the cargo and such details will not be disclosed by me / us to anybody other than authorized officials of KoPT.

Signature :

Name in Block Letters :

Designation :

Official Stamp :

Date :

List of Enclosures :

For any clarification regarding the scope of work or terms and conditions please get in touch with Deputy Traffic Manager (Sale) / Sr. ATM – Sale at Subhas Bhavan Building (Ground Floor), No. 40,
Circular Garden Reach Road, Kolkata - 700043, Phone -7100-3282/3225

ANNEXURE- IV**Part – I: Techno-Commercial Bid****PROFILE OF THE TENDERER****(To be downloaded, filled in, signed with seal, scanned and uploaded)**

(A) In case of a Limited company

1	Name of the company	
2	Address of present Registered office.	
3	Reference of communication	
	a. Telephone No.	
	b. Fax No.	
	c. E- mail Address	
4	Date of its incorporation	
5	PAN No.	
6	Full name and address of each of its directors and any special particulars as to Directors if desired to be stated.	
7	Copies of Memorandum, Articles of Association(with the latest amendments if any)	
8	Copies of audited Balance sheet of the company for the last three years	
9	GSTIN	

(B) In case of Firm

1	Name of the company	
2	Address of present Registered office.	
3	Reference of communication	
	a. Telephone No.	
	b. Fax No.	
	c. E- mail Address	
4	Date of its incorporation	
5	PAN No.	
6	If registered, a certified copy of the certificate of Registration	
7	Certified copy of the partnership Deed	
8	Full name and address of each of the partners and the interest of each partners in the partnership	
9	Copies of audited balance sheet of the firm for the last three years.	
10	GSTIN	

(C) In case of Individual

1	Full name of the tenderer	
2	Address of the Tenderer	
3	Reference of communication a. Telephone No.	
	b. Fax No.	
	c. E- mail Address	
4	Name of the father of the tenderer	
5	Date of its incorporation	
6	PAN No.	
7	Copies of audited Balance sheet for the last three years , if required	
8	GSTIN	

Date : _____

Place :

(Signature of bidder)

(Designation & Seal of Office)

Enclosures : _____ Nos.

ANNEXURE-V

Name of the Bidder/ Bidding Firm / Company :						
<p align="center"><u>PRICE SCHEDULE</u></p> <p align="center">(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>						
NUMBE R #	TEXT #	NUM BER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quan tity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	All inclusive rate for inventory and valuation of cargo	1	Metric Ton		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				